

Administrative Services

Clark Moots, Director

MISSION STATEMENT

To cost-effectively provide a wide range of administrative, technology related, collection, procurement and print shop services that are essential for customer departments to efficiently deliver quality and timely support to the citizens of Placer County.

Appropriation	Actual 2005-06	Position Allocations	BOS Adopted 2006-07	Position Allocations
Administrative Services	\$ 7,332,346	71	\$ 9,745,006	72
Telecommunication Services (Internal Service Fund)*	6,205,666	21	7,330,478	21
Central Services (Internal Service Fund)*	2,219,851	10	2,160,053	10
Total:	<u>\$ 15,757,863</u>	<u>102</u>	<u>\$ 19,235,537</u>	<u>103</u>

* Amounts include total operating expenses and fixed assets

CORE FUNCTIONS

Administrative Services

Provides comprehensive information technology (IT) consulting services, including project planning and management for system implementations. Administrative Services is also responsible for IT planning, implementing, administering and maintaining the County's data systems, including servers, data storage, firewall, and security systems.

Provides centralized purchasing services to county departments for the procurement of materials, equipment and services and ensures that county purchasing policies and procedures are followed to maintain consistency in buying practices and compliance with all applicable laws.

Provides centralized billing and collection services to secure funds entitled to Placer County and other government entities.

Provides quality management and administrative support to the Administrative Services Department and effectively communicates and acts as liaison to other departments, outside agencies and the public.

Telecommunication Services (Internal Service Fund)

Provides planning, development and logistical support of all countywide communication systems, including telephone, radio, data, media and cable television services.

Administrative Services

Clark Moots, Director

Central Services (Internal Service Fund)

Provides efficient and economical reprographic, mail processing and records management services. This includes design and production of offset printing items, quick-copy service for both color and black-and-white copies, convenience-copier service for 206 countywide copy machines, forms, envelopes and paper inventory including delivery, United States mail service, United Parcel Service (UPS) and interoffice mail service, and coordination and standard-setting for county records storage and retention.

FY 2005-06 Major Accomplishments

- Implemented several information technology mission critical systems and upgrades, including the Centralized Information Management Initiative; the Regional Public Safety System; a Financial System Upgrade; District Attorney Criminal Justice Case Management System; the Community Development / Resource Agency (CDRA) Web Based Land Use Information System; and the Content Management System for the County's website.
- Implemented a Microwave System for the Western Slope of Placer County, completed the Com/IT, Penryn and Thermaland site development projects to accommodate the new countywide Interoperable Radio Network and continued to identify funding sources for Phase III of the countywide Interoperable Radio Network Project.
- Continued to plan, expand, maintain, and improve the countywide IT infrastructure that includes the data, voice, radio, and waste-management monitoring networks.
- Continued to provide infrastructure and implementation support for the several major building projects: Community Development Resource Center, Auburn Justice Center, and South Placer Justice Center.
- Received the statewide Innovation Award for Best IT Collaboration Among Organizations from the California County Information Services Directors Association (CCISDA) for the Countywide Interoperable Radio Network Project.
- Continued efforts to increase Revenue Services collections. Continued to maintain a high level of professionalism and customer satisfaction in all business operations. Continued to enhance the "Ability to Pay" Criminal Justice Collection Project. Installed an Integrated Voice Response System and Collector Dialer. Contracted with a private collection agency to pursue those accounts that have already traveled through Revenue Services collection efforts and Franchise Tax Board's collection programs. Developed a process to interface Roseville traffic accounts and county accounts into our collection system.
- Continued to provide Central Services programs at a lower cost and a higher quality than private-sector alternatives.
- Obtained Purchasing Division Achievement in Excellence Award from the National Purchasing Institute for the third year in a row.

FY 2006-07 Planned Accomplishments

- Continue to implement the Information Technology Strategic Plan and project priorities including the implementation of a County Counsel Case Management System, a Probation Case Management System, and county website improvements which include interactive functionality.
- Implement a Microwave System for the Eastern Slope and the I-80 corridor, continue with site development efforts to accommodate the new countywide Interoperable Radio Network and continue planning for Phase III of the countywide Interoperable Radio Network Project.

Administrative Services

Clark Moots, Director

- Continue to plan, expand, maintain, and improve the countywide IT infrastructure that includes the data, voice, radio, and waste-management monitoring networks.
- Obtain the Achievement in Excellence Award from the National Purchasing Institute for the fourth year in a row.
- Expand the countywide Convenience Copier Program to allow departments the option of using multifunction machines to copy, print, scan, and fax; thus reducing equipment redundancy and saving costs on maintenance and supplies.
- Expand Central Services' onsite paper shredding capabilities of the Records Management Program to other departments of the County.
- Continue efforts to increase Revenue Services collections. Continue to maintain a high level of professionalism and customer satisfaction in all business operations. Institute an online bill payment program.

Department Comments

The Administrative Services Department has continued to work closely with the County Executive Office (CEO) and customer departments to develop strategic approaches relating to mission-critical information-technology systems; the countywide radio, data and voice networks; and 24-hour, easy-to-use, web services for county residents. During the past year, the department has implemented several mission critical projects that have provided a wide range of tools for our customer departments in the management of key public safety, land use, and general-government functions. Over the next year, the department will continue providing excellent, cost effective customer service to our customer departments as well as planning for their future requirements. As more of the County's business functions are transitioned into the South Placer area, Administrative Services will have to continue evaluating the most appropriate delivery of support services to best meet our customer department's needs.

The County's Data and Voice Network infrastructure is in excellent condition and is modernized on an on-going basis. The challenge will continue to be in implementing the Countywide Interoperable Radio Network Project as funding becomes available, while supporting and maintaining the existing County Radio Networks. Our ability as a county and region to obtain state and federal grants to fund the Countywide Interoperable Radio Network Project has become more difficult with limited staffing and nationwide competition increases. However, with the direction provided by the Board adopted strategic plans and a cooperative, inclusive work approach, the department is confident we can continue to progress toward the County's goals, although perhaps a little slower than originally anticipated due to the limited local government fiscal environment.

County Executive Comments and Recommendations

The consolidated appropriation of Administrative Services (appropriation 11210) includes the programs of Revenue Services, Information Technology, Procurement, and the Administrative Services Department administration. The consolidation was undertaken last fiscal year to provide added flexibility in staffing and operations. The requested budget includes the addition of a buyer, an information technology analyst I/II, and an information technology supervisor. The department offset these position increases by removing vacant administrative clerk and information technology technician positions from their allocation list. The technology positions will implement a Web Design Program to enable citizens to interact with the County to a much higher degree. The buyer allocation will assist the Procurement Division to handle an increasing workload. The department requested an additional information technology analyst that is not being recommended at this time.

Telecommunication Services is an internal service fund and it recoups the costs of providing services from customer, county departments. There is a significant decrease in budgeted expenditures due to the completion of the Iowa Hill Telephone Project in the prior fiscal year.

Central Services budget is also an internal services fund and recoups the costs of providing its services from other county entities. The proposed budget is reduced from FY 2005-06 due to significant capital purchases made in the

Administration & Financial Services

Administrative Services

Clark Moots, Director

prior year that will not be repeated in FY 2006-07. New for FY 2006-07 is a records storage charge to county departments. Previously, records storage costs were recouped via a surcharge on convenience copiers. With FY 2006-07 departments will begin to be charged directly for the number of boxes they store in our records storage facility. The new charge system provides an incentive for departments to exercise caution regarding the number of records they send to be stored, and encourages them to purge those records that are no longer legally required to be maintained.

Final Budget Changes from the Proposed Budget

The *Administrative Services* final budget includes \$36,418 for Revenue Services to fund enhanced software support and communications expenditures. These costs have been offset with an equal amount of collection and fee revenues.

The *Telecommunications Fund* final budget includes rebudgeted revenues and expenditures for the Iowa Hill Telephone Grant (\$1,945,735); funding and reimbursements for an orator system for the Auburn Justice Center (\$60,000); and funding for an information technology analyst that are offset by network infrastructure system revenues (\$106,881). Telecommunications has reduced the amount of funding that was included in the Proposed Budget's reserve account, Designation for Fixed Asset Depreciation to \$243,326.

The *Central Services Fund* final budget recommendations include a rebudget for shelving for the Records Center (\$11,500), and replacement of an HVAC unit for the Print Shop (\$13,000). Both of these items will be added to the Master Fixed Asset List and are offset by carryover fund balance. In addition, Central Services will place \$47,492 into a reserve account, Designation for Contingencies.

ADMINISTRATIVE SERVICES FUND 100 / APPROPRIATION 11210

	Actual 2004-05	Actual 2005-06	Requested 2006-07	Recommended 2006-07	Change %	Adopted 2006-07
Expenditures						
Salaries and Employee Benefits	\$ 5,278,923	\$ 5,901,204	\$ 7,172,486	\$ 7,084,935	20%	\$ 7,084,935
Services and Supplies	2,379,666	3,541,171	4,804,354	4,745,314	34%	4,781,732
Capital Assets	84,961	-	-	-	0%	-
Other Financing Uses	85,936	47,800	55,497	55,497	16%	55,497
Intra Fund Charges	143,277	666,823	817,002	817,002	23%	817,002
Gross Budget:	7,972,763	10,156,998	12,849,339	12,702,748	25%	12,739,166
Intra Fund Credits	(1,721,342)	(2,824,652)	(2,638,111)	(2,994,160)	6%	(2,994,160)
Net Budget:	\$ 6,251,421	\$ 7,332,346	\$ 10,211,228	\$ 9,708,588	32%	\$ 9,745,006
Revenue						
Fines, Forfeits & Penalties	\$ 1,299,725	\$ 1,171,283	\$ 1,000,000	\$ 1,000,000	-15%	\$ 1,024,418
Revenue from Use of Money & Property	25	-	-	-	0%	-
Intergovernmental Revenue	117,126	-	52,474	56,071	100%	56,071
Charges for Services	973,543	1,162,787	1,061,222	1,099,858	-5%	1,111,858
Miscellaneous Revenue	50,714	23,551	21,000	21,000	-11%	21,000
Total Revenue:	2,441,133	2,357,621	2,134,696	2,176,929	-8%	2,213,347
Net County Cost:	\$ 3,810,288	\$ 4,974,725	\$ 8,076,532	\$ 7,531,659	51%	\$ 7,531,659
Allocated Positions	72	69	73	72	4%	72

CORE FUNCTION: ADMINISTRATIVE SERVICES

Administrative Services

Clark Moots, Director

Information Technology Program

Program Purpose: To provide a comprehensive range of project management and consulting services that includes planning, feasibility studies, and management, within Administrative Services and for other departments, for implementation of critical technology solutions, as well as countywide technology, in order to enhance the County's ability to efficiently provide quality services to the citizens of Placer County. In support of county departments, staff the network customer-service center, administer and maintain secure network systems, administer the county web site, and work with project management on the implementation of technology projects.

Total Expenditures: \$8,669,985

Total Staffing: 38.0

- **Key Intended Outcome:** Departments utilize available and secure systems to support their daily information-technology needs and receive guidance to make effective decisions and implement successful technology.

Information Technology Indicators:	Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
% of system availability maintained	99.0%	99.9%	99.0%	99.0%
# of consultations conducted	36	18	28	24

Program Comments: The percent of system availability maintained indicator allows managers to evaluate the percentage of time the County's production computer systems are available to customers. Units are hours, based upon 720 hours x 82 servers / month availability and do not include scheduled time down (maintenance, etc). Typical causes of unavailability are system abends, device failures and operating system hangs. The number of consultations conducted indicator allows management to monitor and track the volume of technology changes sought and realized within the County. With this information, management can better manage and predict resource requirements associated with technological changes.

Procurement Services Program

Program Purpose: To provide centralized, value based, efficient purchasing services to county departments for the procurement of materials, equipment and services and maintain consistency in buying practices and in compliance with all applicable laws.

Total Expenditures: \$898,551

Total Staffing: 10.0

- **Key Intended Outcome:** Departments receive products and services that are cost effective and timely.

Procurement Services Indicators:	Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
# of cost-benefit scenarios prepared / \$ attributed to cost savings and cost avoidance events	95 / \$693,252	114 / \$656,000	137 / \$2,463,921*	120 / \$725,000
% of purchase orders issued within two weeks from receipt of requisition	92%	90%	89%	90%

*Procurement FY 2005-06 cost savings include \$1.7 million as a result of the Public Defender RFP.

Program Comments: One of Procurements' primary goals is to promote competition and obtain favorable pricing for goods and services required of all Placer County departments. Cost savings and cost avoidance events are the

Administrative Services

Clark Moots, Director

result of sound procurement practices and innovative ideas and approaches used to analyze procurement requirements, all directly related to the expertise, experience and qualifications of the procurement staff.

Revenue Services Program

Program Purpose: To provide cost effective billing and collection services using professional collection agents, an accurate billing and receipting system, the Franchise Tax Board's Court-Ordered Debt and Tax Intercept Programs, an outside collection agency, and other tools that are available to maximize county revenue collections.

Total Expenditures: \$2,269,108 **Total Staffing:** 16.0

- **Key Intended Outcome:** Placer County receives outstanding revenues that are due.

Revenue Services Indicators:	Actual 2003-04	Actual 2004-05	Actual 2005-06	Projected 2006-07
Total hard dollars collected	\$6,490,000	\$7,805,000	\$8,034,268	\$8,000,000

Program Comments: Total "hard dollars" are those revenues that are generated by the diligent efforts of the Revenue Services staff. These revenues reflect thousands of phone calls, letters, and numerous other collection tools used by the division for collection enforcement.

Administrative Services

Clark Moots, Director

Administration

Program Purpose: To provide management and oversight to the divisions of the Administrative Services Department; administer department personnel actions, recruitment, and safety; and provide a complete range of department-based accounting services including accounts payable, accounts receivable, payroll, financial reporting, fiscal analysis, and budget administration. One hundred percent of this appropriation is charged out to the core functions and internal service funds listed previously.

Total Expenditures: \$1,011,695

Total Staffing: 9.0

PROPRIETARY FUNDS

TELECOMMUNICATION SERVICES DIVISION INTERNAL SERVICE FUND FUND 250100 / APPROPRIATION 02100

	Actual 2004-05	Actual 2005-06	Requested 2006-07	Recommended 2006-07	Change %	Adopted 2006-07
Operating Expenses						
Salaries and Employee Benefits	\$ 1,916,963	\$ 2,212,248	\$ 2,295,274	\$ 2,295,274	4%	\$ 2,402,155
Services and Supplies	2,650,928	3,347,704	2,852,588	2,852,588	-15%	4,858,323
Other Charges	296,224	296,828	-	-	-100%	-
Other Financing Uses	256,734	-	-	-	0%	-
Total Operating Expenditures:	\$ 5,120,849	\$ 5,856,780	\$ 5,147,862	\$ 5,147,862	-12%	\$ 7,260,478
Revenue						
Licenses, Permits and Franchises	\$ 25,844	\$ 25,844	\$ 25,844	\$ 25,844	0%	\$ 25,844
Revenue from Use of Money and Property	35,402	62,788	51,350	51,350	-18%	51,350
Charges for Services	4,760,884	5,487,689	5,280,102	5,280,102	-4%	7,392,718
Other Financing Sources	145,032	434,801	-	-	-100%	-
Total Revenue:	4,967,162	6,011,122	5,357,296	5,357,296	-11%	7,469,912
Net Income (Loss)	\$ (153,687)	\$ 154,342	\$ 209,434	\$ 209,434	36%	\$ 209,434
Fixed Assets	\$ 27,006	\$ 348,886	\$ 70,000	\$ 70,000	-80%	\$ 70,000
Allocated Positions	21	21	21	21	0%	21

Program Purpose: Telecommunication Services provides planning, development and logistical support of all countywide communications systems. The Administrative Services Department has completed Phase I of the Countywide Interoperable Radio Network Project and efforts to finalize Phase II are currently underway. In addition, efforts for securing federal, state and other funding sources to implement the final phase of the Project, Phase III, continue in cooperation with the County Executive Office, the Office of Emergency Services and the Placer County Sheriff's Department.

Administrative Services

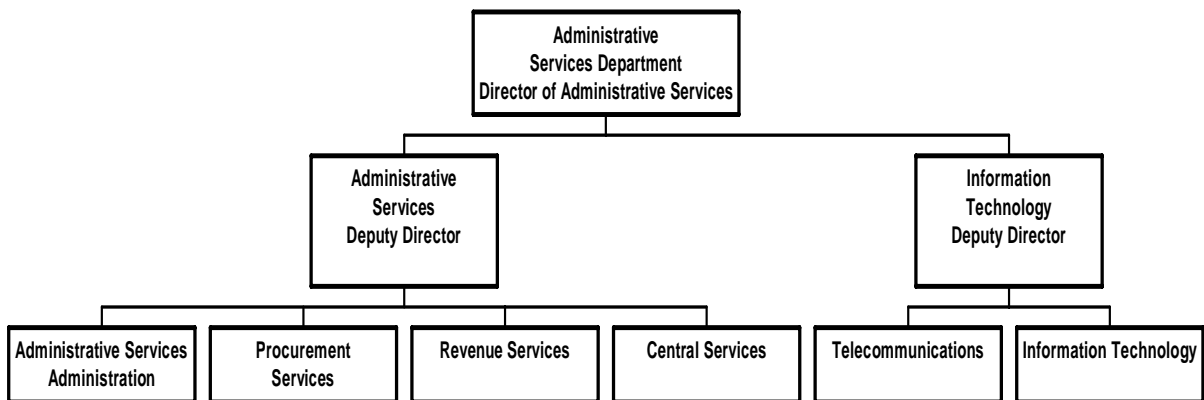
Clark Moots, Director

CENTRAL SERVICES DIVISION INTERNAL SERVICE FUND FUND 250305 / APPROPRIATION 06380

	Actual 2004-05	Actual 2005-06	Requested 2006-07	Recommended 2006-07	Change %	Adopted 2006-07
Operating Expenses						
Salaries and Employee Benefits	\$ 624,057	\$ 668,149	\$ 734,439	\$ 734,439	10%	\$ 734,439
Services and Supplies	1,392,987	1,415,524	1,401,114	1,401,114	-1%	1,401,114
Other Charges	31,609	28,922	-	-	-100%	-
Other Financing Uses	15,000	-	-	-	0%	-
Total Operating Expenditures:	\$ 2,063,653	\$ 2,112,595	\$ 2,135,553	\$ 2,135,553	1%	\$ 2,135,553
Revenue						
Revenue from Use of Money and Property	\$ 10,016	\$ 18,105	\$ 14,379	\$ 14,379	-21%	\$ 14,379
Charges for Services	1,767,389	1,848,302	1,885,300	1,885,300	2%	1,885,300
Miscellaneous Revenue	278,587	243,669	226,855	226,855	-7%	226,855
Other Financing Sources	47,355	47,800	55,497	55,497	16%	55,497
Total Revenue:	2,103,347	2,157,876	2,182,031	2,182,031	1%	2,182,031
Net Income (Loss)	\$ 39,694	\$ 45,281	\$ 46,478	\$ 46,478	3%	\$ 46,478
Fixed Assets	\$ 5,484	\$ 107,256	\$ -	\$ -	-100%	\$ 24,500
Allocated Positions	10	10	10	10	0%	10

Program Purpose: Central Services provides reprographic, mail, inventory and records-management services, which includes design and production of offset printing materials, quick-copy service for both color and black-and-white copies, management of the countywide convenience copiers, forms, envelope and paper inventory, mail service and county record storage and retention.

ADMINISTRATIVE SERVICES DEPARTMENT



POSITIONS: 103

ADMINISTRATIVE SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2006-07

ADMINISTERED BY:

DIRECTOR OF ADMINISTRATIVE SERVICES

Appropriations	FY 2005-06		FY 2006-07	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
GENERAL FUND				
Administrative Services	\$ 7,332,346	71	\$ 9,745,006	72
Subtotal General Fund	\$ 7,332,346	71	\$ 9,745,006	72
INTERNAL SERVICE FUNDS				
Telecommunication Services* - Fund 250/100	\$ 6,205,666	21	\$ 7,330,478	21
Central Services* - Fund 250/305	2,219,851	10	2,160,053	10
Subtotal Internal Service Funds	\$ 8,425,517	31	\$ 9,490,531	31
TOTAL ALL FUNDS	\$ 15,757,863	102	\$ 19,235,537	103

*Budget includes total operating expenses and fixed assets.

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11210

Budget Category (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Dept Req 2006-07 (4)	CEO Rec 2006-07 (5)	BOS Adopted 2006-07 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	2,465	1,023			
1002 Salaries and Wages	3,655,584	3,985,223	4,764,733	4,700,730	4,700,730
1003 Extra Help	6,697				
1005 Overtime & Call Back	31,632	49,586	58,407	58,407	58,407
1006 Sick Leave Payoff	938	2,113			
1007 Comp for Absence-Illness	4,639				
1300 P.E.R.S.	668,872	819,642	993,413	980,326	980,326
1301 F.I.C.A.	283,728	305,299	368,970	364,073	364,073
1303 Other - Post Employment Benefits			153,037	152,956	152,956
1310 Employee Group Ins	532,744	607,421	699,673	699,673	699,673
1315 Workers Comp Insurance	91,624	130,897	134,253	128,770	128,770
Total Salaries & Benefits	5,278,923	5,901,204	7,172,486	7,084,935	7,084,935
Services & Supplies					
2051 Communications - Telephone	185,950	175,097	170,477	170,477	178,629
2054 Telecomm Trunks/Circuits		794,161	678,616	678,616	678,616
2140 Gen Liability Ins	8,111	28,161	42,803	42,803	42,803
2273 Parts	15,419	29,670	40,000	40,000	40,000
2290 Maintenance - Equipment	68,311	72,751	101,225	101,225	101,225
2292 Maintenance - Software	1,036,403	1,213,684	1,650,450	1,591,410	1,591,410
2439 Membership/Dues	3,823	3,192	4,470	4,470	4,470
2481 PC Acquisition	6,624	141,953	94,418	94,418	94,418
2511 Printing	17,749	21,739	23,600	23,600	23,600
2522 Other Supplies	251	1,685	500	500	500
2523 Office Supplies & Exp	30,131	40,223	56,600	56,600	56,600
2524 Postage	18,536	22,603	34,550	34,550	34,550
2555 Prof/Spec Svcs - Purchased	502,946	550,928	935,365	935,365	961,231
2556 Prof/Spec Svcs - County	28,466		28,274	28,274	28,274
2561 Legal Services	120		5,000	5,000	5,000
2701 Publications & Legal Notices	4,551	10,579	1,150	1,150	1,150
2709 Rents & Leases - Computer SW	26,469	30,754	27,786	27,786	27,786
2710 Rents & Leases - Equipment	320,909	247,779	585,932	585,932	585,932
2838 Special Dept Expense-1099 Repor		11,779			
2840 Special Dept Expense	67,687	92,717	189,296	189,296	191,696
2844 Training	27,394	36,132	102,842	102,842	102,842
2931 Travel & Transportation	9,341	14,253	26,450	26,450	26,450
2941 County Vehicle Mileage	475	1,331	4,550	4,550	4,550
Total Services & Supplies	2,379,666	3,541,171	4,804,354	4,745,314	4,781,732
Fixed Assets					
4451 Equipment	84,961				
Total Fixed Assets	84,961				
Other Financing Uses					
3780 Contrib to Other Funds	85,936	47,800	55,497	55,497	55,497
Total Other Financing Uses	85,936	47,800	55,497	55,497	55,497
Charges From Departments					
5310 I/T Employee Group Insurance	53,787	65,428	77,941	77,941	77,941
5405 I/T Maintenance - Bldgs & Improvem	1,262	7,513	13,800	13,800	13,800
5550 I/T - Administration		486,029	614,076	614,076	614,076
5552 I/T - MIS Services	72,738	106,726	111,185	111,185	111,185
5556 I/T - Professional Services	10,404				
5840 I/T Special Dept Expense	5,036	1,127			
5844 I/T Training	50				
Total Charges From Departments	143,277	666,823	817,002	817,002	817,002
Gross Budget	7,972,763	10,156,998	12,849,339	12,702,748	12,739,166

Administrative Services

General Fund

Fund: 100

Subfund: 0

Appropriation: 11210

Budget Category (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Dept Req 2006-07 (4)	CEO Rec 2006-07 (5)	BOS Adopted 2006-07 (6)
Less: Charges to Departments					
5002 I/T - County General Fund	(553,402)	(1,215,857)	(1,302,035)	(1,413,837)	(1,413,837)
5004 I/T - Road Fund	(8,700)	(54,109)	(31,183)	(41,236)	(41,236)
5008 I/T - County Office Bldg Fund	(2,617)				
5009 I/T - County Library Fund	(1,872)	(2,644)	(3,519)	(6,307)	(6,307)
5010 I/T - Fire Protection Fund	(520)		(4,039)	(4,235)	(4,235)
5011 I/T - Public Safety Fund	(1,141,002)	(1,531,396)	(1,270,489)	(1,500,148)	(1,500,148)
5012 I/T - Capital Projects Reimbursemen		(4,152)	(6,150)	(7,533)	(7,533)
5015 I/T - Comm Services Fund	(999)	(432)	(449)	(617)	(617)
5026 I/T - Advertising & Promotion Fund	(12,230)	(16,062)	(20,247)	(20,247)	(20,247)
Total Charges to Departments	(1,721,342)	(2,824,652)	(2,638,111)	(2,994,160)	(2,994,160)
Net Budget	6,251,421	7,332,346	10,211,228	9,708,588	9,745,006
Less: Revenues					
6886 Coll PGM-PC 1463.007	(1,299,725)	(1,171,283)	(1,000,000)	(1,000,000)	(1,024,418)
6950 Interest	(25)				
8110 Admin Services - Admin Support	(236,345)	(362,753)	(348,819)	(348,819)	(348,819)
8114 Data Processing Services	(369,167)	(410,046)	(412,703)	(451,339)	(451,339)
8147 Installment Fees (PC1205)	(313,801)	(346,226)	(288,000)	(288,000)	(300,000)
8193 Other Services	(2,341)	(1,362)	(1,500)	(1,500)	(1,500)
8212 Other General Reimbursement	(51,795)	(42,243)	(10,000)	(10,000)	(10,000)
8218 Forms and Photocopies	(94)	(157)	(200)	(200)	(200)
8753 Other Sales	(22,670)	(17,830)	(19,000)	(19,000)	(19,000)
8762 State Compensation Insurance R	(3,263)				
8764 Miscellaneous Revenues	(24,781)	(5,721)	(2,000)	(2,000)	(2,000)
8782 Contributions from Other Agencie	(117,126)		(52,474)	(56,071)	(56,071)
Total Revenues	(2,441,133)	(2,357,621)	(2,134,696)	(2,176,929)	(2,213,347)
Net County Cost	3,810,288	4,974,725	8,076,532	7,531,659	7,531,659

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2006-07

County Budget Form
Schedule 10

Fund: 250 County Services Fund
Subfund: 305 Central Services
Budget Unit: 6380 Central Services

Operating Detail (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Department Request 2006-07 (4)	Recommended by C.E.O. 2006-07 (5)	Approved Adopted by the Board of Supervisors 2006-07 (6)
Operating Income					
8373 Quick Copy Revenue	515,585	554,145	559,778	559,778	559,778
8375 Printing Revenue	331,485	303,051	323,740	323,740	323,740
8376 Convenience Copier Revenue	719,225	766,053	511,148	511,148	511,148
8377 Records Management			267,330	267,330	267,330
8388 Mail Services	201,094	225,053	223,304	223,304	223,304
8764 Miscellaneous Revenues	10,530	30,530	10,530	10,530	10,530
Total Operating Income	1,777,919	1,878,832	1,895,830	1,895,830	1,895,830
Operating Expenses					
1002 Salaries and Wages	396,731	430,527	464,909	464,909	464,909
1003 Extra Help		465			
1004 Accr Compensated Leave	4,077	5,387			
1005 Overtime & Call Back		8	788	788	788
1300 P.E.R.S.	72,489	88,410	95,585	95,585	95,585
1301 F.I.C.A.	31,663	33,903	35,626	35,626	35,626
1303 Other - Post Employment Benefi			15,135	15,135	15,135
1310 Employee Group Ins	76,876	96,524	111,023	111,023	111,023
1315 Workers Comp Insurance	42,221	12,925	11,373	11,373	11,373
2020 Clothes & Personal Supplies		126	500	500	500
2051 Communications - Telephone	13,590	14,192	13,862	13,862	13,862
2140 Gen Liability Ins	4,396	4,286	5,427	5,427	5,427
2290 Maintenance - Equipment	12,259	21,311	23,100	23,100	23,100
2310 Employee Benefits Systems	20,599	25,042	30,087	30,087	30,087
2405 Materials - Bldgs & Impr	22,860	26,005	22,600	22,600	22,600
2439 Membership/Dues	215	376	25	25	25
2481 PC Acquisition			3,400	3,400	3,400
2511 Printing	4,245	4,891	2,881	2,881	2,881
2522 Other Supplies	304		200	200	200
2523 Office Supplies & Exp	2,301	1,871	1,543	1,543	1,543
2524 Postage	4,494	1,484	2,276	2,276	2,276
2550 Administration	74,401	106,317	112,549	112,549	112,549
2555 Prof/Spec Svcs - Purchased	175,462	196,220	156,744	156,744	156,744
2556 Prof/Spec Svcs - County	4,005	3,520	6,920	6,920	6,920
2701 Publications & Legal Notices		805	400	400	400
2709 Rents & Leases - Computer S	5,513	5,898	4,910	4,910	4,910
2710 Rents & Leases - Equipment	506,210	522,278	525,038	525,038	525,038
2727 Rents & Leases - Bldgs & Impr	48,759	55,474	62,772	62,772	62,772
2840 Special Dept Expense	99,470	97,394	100,400	100,400	100,400
2844 Training	149		100	100	100
2920 Inventory Purchases	196,593	166,700	195,578	195,578	195,578
2931 Travel & Transportation	321	84	300	300	300
2941 County Vehicle Mileage	7,110	9,518	7,580	7,580	7,580
2965 Utilities	18,292	22,196	26,000	26,000	26,000
3551 Transfer Out A-87 Costs	171,439	129,536	95,922	95,922	95,922
3701 Equipment Depreciation	31,609	28,922			
Total Operating Expenses	2,048,653	2,112,595	2,135,553	2,135,553	2,135,553
Net Operating Income (Loss)	(270,734)	(233,763)	(239,723)	(239,723)	(239,723)
Non-Operating Revenue (Expense)					
3775 Operating Transfer Out	(15,000)				
6950 Interest	10,016	18,105	14,379	14,379	14,379
8774 Inventory Sales	268,057	213,139	216,325	216,325	216,325
8779 Contributions from General Fund	47,355	47,800	55,497	55,497	55,497
Total Non-Operating Revenue (Expense)	310,428	279,044	286,201	286,201	286,201
Net Income (Loss)	39,694	45,281	46,478	46,478	46,478
Fixed Assets					
4451 Equipment	5,484	107,256			24,500
Total Fixed Assets	5,484	107,256			24,500

State Controller
County Budget Act
(1985)

County of Placer
State of California
Operations of Internal Service Fund
Operational Statement for the Fiscal Year 2006-07

County Budget Form
Schedule 10

Fund: 250 County Services Fund

Subfund: 100 Telecommunication Services

Budget Unit: 2100 Telecommunications Service

Approved
Adopted by
the Board
of Supervisors
2006-07
(6)

Operating Detail (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Department Request 2006-07 (4)	Recommended by C.E.O. 2006-07 (5)	Approved Adopted by the Board of Supervisors 2006-07 (6)
Operating Income					
8118 Communciation Services - Tel	2,560,610	2,696,568	2,711,009	2,711,009	2,711,009
8119 Communciation Services - Rad	997,364	988,702	1,007,145	1,007,145	1,007,145
8123 Communciation Services - Med	71,099	112,414	117,800	117,800	117,800
8124 Comm Services - Network Inf	1,103,507	1,584,653	1,444,148	1,444,148	1,611,029
8193 Other Services	28,304	105,352			1,945,735
Total Operating Income	4,760,884	5,487,689	5,280,102	5,280,102	7,392,718
Operating Expenses					
1002 Salaries and Wages	1,280,037	1,454,383	1,488,007	1,488,007	1,556,469
1003 Extra Help		9,828			
1004 Accr Compensated Leave	9,616	10,989			
1005 Overtime & Call Back	64,328	74,450	47,000	47,000	47,000
1300 P.E.R.S.	233,699	298,717	315,709	315,709	329,707
1301 F.I.C.A.	104,889	119,533	117,427	117,427	122,664
1303 Other - Post Employment Benefi			49,888	49,888	52,113
1310 Employee Group Ins	200,136	219,203	255,115	255,115	271,322
1315 Workers Comp Insurance	24,258	25,145	22,128	22,128	22,880
2020 Clothes & Personal Supplies	1,564	982	1,500	1,500	1,500
2051 Communications - Telephone	10,133	25,430	10,716	10,716	10,716
2054 Telecomm Trunks/Circuits	1,025,456	1,044,295	1,070,775	1,070,775	1,070,775
2140 Gen Liability Ins	11,040	13,766	17,945	17,945	17,945
2271 Parts Installed	4,369	4,608			
2274 Delivery & Freight Charges		116			
2290 Maintenance - Equipment	95,821	175,879	202,395	202,395	202,395
2292 Maintenance - Software	1,115	4,590	7,000	7,000	7,000
2310 Employee Benefits Systems	41,052	49,609	62,686	62,686	62,686
2405 Materials - Bldgs & Impr	37,580	62,406	21,200	21,200	21,200
2439 Membership/Dues	834	593	850	850	850
2481 PC Acquisition	11,819	16,717	1,800	1,800	1,800
2511 Printing	11,274	7,227	11,000	11,000	11,000
2512 Laundry/Dry Cleaning	216	170			
2521 Operating Supplies	325,987	600,779	370,900	370,900	370,900
2522 Other Supplies	234	364	268	268	268
2523 Office Supplies & Exp	12,327	10,794	10,000	10,000	10,000
2524 Postage	5,610	5,129	5,500	5,500	5,500
2550 Administration	161,945	215,500	234,373	234,373	234,373
2555 Prof/Spec Svcs - Purchased	317,480	345,603	208,200	208,200	2,138,561
2556 Prof/Spec Svcs - County	110,106	110,618	161,744	161,744	177,118
2701 Publications & Legal Notices	6,736	2,211	5,000	5,000	5,000
2709 Rents & Leases - Computer S	13,016	39,198	13,471	13,471	13,471
2710 Rents & Leases - Equipment	94,856	71,029	61,500	61,500	61,500
2727 Rents & Leases - Bldgs & Impr	39,341	38,910	40,000	40,000	40,000
2744 Small Tools & Instruments	5,479	6,610	5,000	5,000	5,000
2770 Fuels & Lubricants	773	93	1,500	1,500	1,500
2838 Special Dept Expense-1099 Rep	32,953	64,651			60,000
2840 Special Dept Expense	12,501	25,665	3,500	3,500	3,500
2844 Training	19,449	13,875	31,500	31,500	31,500
2931 Travel & Transportation	19,523	15,688	10,500	10,500	10,500
2941 County Vehicle Mileage	83,621	85,507	83,000	83,000	83,000
2965 Utilities	36,962	36,448	37,000	37,000	37,000
3551 Transfer Out A-87 Costs	99,756	252,644	161,765	161,765	161,765
3701 Equipment Depreciation	294,403	295,007			
3702 Bldg & Impr Depreciation	1,821	1,821			
Total Operating Expenses	4,864,115	5,856,780	5,147,862	5,147,862	7,260,478
Net Operating Income (Loss)	(103,231)	(369,091)	132,240	132,240	132,240
Non-Operating Revenue (Expense)					
3775 Operating Transfer Out	(256,734)				
6770 Franchises	25,844	25,844	25,844	25,844	25,844

Fund: 250 County Services Fund					
Subfund: 100 Telecommunication Services					
Budget Unit: 2100 Telecommunications Service					
Operating Detail (1)	Actual 2004-05 (2)	Actual 2005-06 (3)	Department Request 2006-07 (4)	Recommended by C.E.O. 2006-07 (5)	Approved Adopted by the Board of Supervisors 2006-07 (6)
6950 Interest	35,402	62,788	51,350	51,350	51,350
8752 Gain/Loss on F/A Disposal		(34,350)			
8780 Contributions from Other Funds		165,613			
8954 Operating Transfers In	145,032				
8990 Operating Trans In - Capital Impr		303,538			
Total Non-Operating Revenue (Expense)	(50,456)	523,433	77,194	77,194	77,194
Net Income (Loss)	(153,687)	154,342	209,434	209,434	209,434
Fixed Assets					
4451 Equipment	27,006	348,886	70,000	70,000	70,000
Total Fixed Assets	27,006	348,886	70,000	70,000	70,000